

Job Search Assignment

Janet Romero

LIM598: Capstone

Job Listing

Job Title: Senior Assistant Librarian for Justice, Diversity, Equity and Inclusion at Cal State University, Long Beach

<https://www.indeed.com/jobs?q=librarian&l=long+beach&from=searchOnHP&vjk=1f9529fad925a153>

Cover Letter

To whom it may concern,

I am writing to express my interest in the Senior Assistant Librarian for Justice, Diversity, Equity, and Inclusion position at California State University, Long Beach. As an information professional with a passion for building equitable practices and programs, I am excited about the opportunity to contribute my skills and expertise to your team.

As of May 2023, I will hold a Master of Management in Library and Information Science from University of Southern California (USC). During my time spent at USC I developed a deep understanding of the responsibility that library systems have to create equitable programs and services for marginalized social communities. As a student, I prioritized creating initiatives that focused on marketing and creating services for diverse communities. I have created projects that research how the library can create more inclusive spaces for the Korean immigrant community, Queer community, Disabled community, as well as the Black community. While the library experience that I have rests in metadata librarianship, my undergraduate degree in Sociology can positively benefit me when developing teaching methods and practices for patrons for the library that are rooted in the understanding of the way that history shapes our current reality.

As a Senior Assistant Librarian for Justice, Diversity, Equity, and Inclusion, I would be responsible for providing library instruction and consultations for students and faculty, work with library administration, and other internal stakeholders, provide research consultations, contribute to the collection development of the library, as well as engage in research. These are all competencies that I am familiar with and have engaged in through my studies as well as my career experience of working in marketing. I recognize the importance of practicing leadership communication to ensure that the mission statement of the library system is met. I firmly believe that my values and experience align with the qualifications and expectations of this position.

Thank you for considering my application.

I look forward to the opportunity to discuss my qualifications further.

Best,

Janet Romero

Resume

Janet Romero

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WORK EXPERIENCE:

Imagine USA

Marketing Coordinator | August 2022 - Present

- Coordination and logistics associated with trade shows, conferences, events, and meetings by identifying and fulfilling the requirements of the event management companies and labor unions
- Research opportunities and platforms for both physical and virtual events
- Assist in the development and coordination of social media marketing and influencer marketing strategy

Office Administrator | June 2019 - August 2022

- Assisted with the curation of a workflow system that aligned with Imagine USA's mission statement
- Fulfilled the role of liaison between Imagine USA's dental technicians and clients by facilitating clear communication with both parties
- Utilized software systems such as Exocad, 3D Systems, LabStar, Shopify, Orderhive, Salesforce, Shipstation, Zoom, Microsoft Teams, Excel, Word on a daily basis

University Center Cashiers Office

Office Administrator | December 2015 - June 2019

- Audited University's daily profits through detailed system in order to record and deposit profit amount to bank
- Managed each store's monetary funds through online reporting and manual counting
- Provided customer service over the phone and assisted students with inquiries

ADDITIONAL PROFESSIONAL EXPERIENCE:

University of California, Berkeley - Oral History Center, Bancroft Library

Oral History Metadata Synchronizer Intern

- Performing OHMS segmenting, titling, key wording metadata tasks per the Oral History Center's guidelines
- Reviewing and updating related Oral History Center metadata spreadsheets with OHMS updates

Standing Together to End Sexual Assault (STESA)

Crisis Intervention Advocate - Volunteer Position

- Provided crisis counseling, information, advocacy, and accompaniment to survivors of sexual assault via STESA's 24-hour hotline
- Collaborated with STESA's case management team to ensure proper documentation of resources shared while maintaining client confidentiality

EDUCATION:

University of Southern California | Expected: May 2023
Master of Management in Library and Information Science

University of California, Santa Barbara | June 2019
Bachelor of Arts, Sociology and Chicanx Studies

LANGUAGES:

- Spanish: Native
- English: Fluent